Hiring Action Status Definitions

The Hiring Actions page displays all hiring actions you have access to in USA Staffing. On this page, you can create a new hiring action and view a list of hiring actions and the status of those actions. To access this page, log into USA Staffing and click Hiring Actions on the top menu bar.

Status. This field displays the status of the hiring action and may be sorted in ascending or descending order. Statuses include:

- **Alternate Selection Made.**
- **Active Recruitment.** A request in this status is open and currently accepting applications.
- **Complete.** A request in this status indicates the Confirm Entry on Duty task in the related new hire record has been completed. The Confirm Entry on Duty task is the end-point for the time-to-hire reporting from USA Staffing and should be completed for all new hire records.
- **Incomplete.** A request in this status was created and saved but not yet submitted or approved.
- **Pending.** A request in this status has not yet been approved.
- **Pending Recruitment.** A request in this status was reviewed and approved by HR and vacancies for this request were created.
- **Processed.**
- **Request Cancelled.** A request in this status has been cancelled.
- **Request Failed.**
- **Request Not Filled.**
- **Selection Made.** A request in this status indicates a selected applicant and all of the editable fields displayed when individually auditing an applicant are answered.
- **Submitted.** A request in this status was created by a Hiring Manager and submitted to HR for review.